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OFFICE OF TRAINING

NOTICE  
NO. 38-56

2 November 1956

SUBJECT: Requests for Special Services

1. OTR is receiving an increasing number of requests for services. Acceptance, in many cases, means an expansion of OTR activity or a drain on available assets and capabilities. Most of these requests are for new or specially tailored training courses, for writing and research, or for personnel to be made available for TDY assignments.
2. These requirements are coming variously from training officers, administrative officers, or operating officials at a number of levels, and are being presented variously to instructors and other members of OTR Staffs and Schools. This informal procedure is causing confusion and inefficiency.
3. It is essential that all requests for other than routine services be addressed in writing to the Director of Training through official channels. The Director of Training will review and forward such requests to the OTR School or Staff Chief concerned.
4. Any individual in OTR who is approached regarding OTR provision of special services or support may properly engage in an exploratory conversation if the subject is within his area of competence. He is required, however, to: (a) make no commitments; (b) direct the requester to submit a formal written request to the Director of Training; and (c) report the conversation promptly to the Director of Training.
5. This procedure does not apply to requests for training, briefing, tutorials, and other services of a routine nature which fall within the capability of the School or Staff concerned, in the judgment of its Chief. These may continue to be handled according to existing informal or formal procedures.

  
MATTHEW BAIRD  
Director of Training

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Distribution:

School, Staff and Branch Chiefs, OTR  
All Instructors, OTR

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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